



The Graduate School

102 W. Rosedale Avenue, West Chester, PA 19383
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www.wcupa.edu/grad

Transfer of Graduate Credit Pre-Approval Form

Graduate students must complete this form before taking a course at a college or university other than WCU. A course catalog description or syllabus must also be submitted with this form.

Student Name _____

WCU ID # _____ E-mail _____

Credits to be transferred from _____

Course Number(s) _____

Course Title(s) _____

Year Taken _____ Credits Taken _____

The following criteria apply:

The course(s) for transfer must be graduate level and earned at an accredited graduate school.

The maximum number of credits that may be transferred shall not exceed 30% of the total required for completion of the student’s degree program, rounded to the next highest three-credit increment.

When the course or courses are completed and graded, an official graduate transcript indicating a grade of “B” or better, must be submitted to The Graduate School before any final transfer of credit will be approved and posted. Paper transcripts can be mailed to The Graduate School, 102 W. Rosedale Avenue, West Chester, PA 19383 and electronic transcripts can be sent to gradschool@wcupa.edu.

Credits to be transferred as WCU course number(s): _____

Transfer recommended by _____

Graduate Coordinator

Date

Transfer approved by _____

Dean of the Graduate School

Date

Please note: If the course is part of the international education experience, please use the Graduate International Transfer of Credit Approval process as part of the WCU study abroad application. Details can be found on the Center for International Programs website.

This form can be submitted from your WCU email address to gradschool@wcupa.edu or dropped off at McKelvie Hall (102 W Rosedale Ave, West Chester, PA 19383).